



COMMONWEALTH OF KENTUCKY

STATE BOARD OF ELECTIONS

140 WALNUT STREET
FRANKFORT, KENTUCKY 40601-3240
www.kyelect.com

Phone: 502/573-7100

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Order #

REQUEST FOR VOTER REGISTRATION DATA

NAME: _____ DATE: _____
(Print or Type)

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ DAY TIME PHONE: (____) _____

Shipping address is (1) Commercial ☐ (2) Residential ☐ (P.O. Box not acceptable for UPS shipments.)

SHIPPING ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ DAY TIME PHONE: (____) _____

KRS 117.025(3)(h): The State Board of Elections shall furnish at a reasonable price any and all precinct lists to duly qualified candidates, political party committees or officials thereof, or any committee that advocates or opposes an amendment or public question. The State Board of Elections may also furnish the precinct lists to other persons at the board's discretion, at a reasonable price. The board shall not furnish precinct lists to persons who intend to use the lists for commercial use.

Commercial use as defined by State Board of Elections in 31 KAR 3:010:

Commercial use means: (1) the use by the requester, directly or indirectly, of any part of any public record, in any form, for the sale or advertisement of any good or service; or (2) the transfer by the requester, for a profit either through commission, salary or fee, of any part of any public record in any form, to any other person whom the requester knew, or should have known, intended to make commercial use of the public record.

Commercial use shall not include: (1) use of a public record for scholarly, journalistic, political (including political fundraising), or governmental purposes; or (2) publication, broadcast or related use of a public record by a newspaper, magazine, radio station, television station or other news medium, in its news or other informational publications or broadcasts.

As used herein, sale means any sale, rental, distribution, offer for sale, rental or distribution, or attempt directly or indirectly to sell, rent or distribute any good or service. Advertisement means any attempt by publication, dissemination, solicitation or circulation to induce, directly or indirectly, any person to enter into any obligation, or acquire any title or interest in any good or service.

The requester hereby states, under oath as follows:

I am (check one):

☐ A duly qualified candidate for the office of _____.

☐ A duly authorized representative of a political party committee or official thereof.

☐ A duly authorized representative of a committee that advocates or opposes an amendment or public question.

☐ Other (The State Board of Elections will determine eligibility based upon information provided below).

I FURTHER STATE THAT I HAVE READ KRS 117.025(3)(h) and 31 KAR 3:010, (QUOTED ABOVE), THAT I DO NOT INTEND TO USE THE PRECINCT LISTS FOR COMMERCIAL USE, THAT I WILL NOT SELL OR GIVE THE PRECINCT LISTS TO PERSONS WHO INTEND TO USE THE LISTS FOR COMMERCIAL USE, AND THE PRECINCT LISTS WILL BE USED FOR MY CAMPAIGN ONLY, FOR A POLITICAL PARTY COMMITTEE, FOR A COMMITTEE THAT ADVOCATES OR OPPOSES AN AMENDMENT OR PUBLIC QUESTION, OR OTHER PURPOSE AS STATED ABOVE.

SIGNATURE OF REQUESTER

1. If ordering statewide, countywide, congressional, senatorial or legislative district, check the appropriate box and complete the required information. Contact your County Clerk/Board of Elections for the appropriate information needed to complete Section 1.

<input type="checkbox"/> Statewide	<input type="checkbox"/> Congressional _____ (District Number)
<input type="checkbox"/> Countywide	<input type="checkbox"/> Senatorial _____ (District Number)
_____ (Name of County)	<input type="checkbox"/> Legislative _____ (District Number)

If ordering individual precinct(s), provide the county and precinct code(s).

☐ **Precinct in the county of** _____
(Name of County)

List Precinct Code(s) example: A101; B101; C101

2. Select the appropriate block of voters requested:

PARTY	
<input type="checkbox"/>	ALL VOTERS
<input type="checkbox"/>	DEMOCRAT
<input type="checkbox"/>	REPUBLICAN
<input type="checkbox"/>	OTHER

3. Select the appropriate block for the format of the data:

MAILING LABELS	
<input type="checkbox"/>	ALPHABETICAL
<input type="checkbox"/>	HOUSEHOLD BY STREET
<input type="checkbox"/>	HOUSEHOLD BY ZIP CODE

PAPER LISTS	
<input type="checkbox"/>	ALPHABETICAL
<input type="checkbox"/>	STREET ORDER
<input type="checkbox"/>	

<input type="checkbox"/>	CD-ROM
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SPECIAL REQUEST: (Please Explain):

DO NOT WRITE BELOW – OFFICE USE ONLY

NUMBER OF PRECINCTS	
NUMBER OF RECORDS LABELS	CD-ROM
DATE COMPLETED:	BY:

COST, DESCRIPTION and FORMAT of VOTER REGISTRATION DATA

Make check payable to KENTUCKY STATE TREASURER

INCORRECT OR INCOMPLETE INFORMATION COULD DELAY YOUR ORDER

WE DO NOT ACCEPT RETURNS!

A MINIMUM CHARGE OF \$10.00 ON LIST AND LABEL ORDERS		
ALPHABETICAL lists	ALPHABETICAL lists are lists of registered voters sorted in alphabetical order by last name within a precinct. These lists have the name, address, age code, party, gender, zip code, and a five year voting history of every registered voter in the precinct.	\$ 4.00 per precinct
STREET ORDER lists	STREET ORDER lists are lists of registered voters sorted in street order within precinct. These lists have the name, address, age code, party, gender, zip code, and a five year voting history of every registered voter in the precinct.	\$ 4.00 per precinct
ALPHABETICAL labels	ALPHABETICAL labels are individual labels of registered voters within the precinct. They are printed with one name per label and sorted in alphabetical order within precinct.	\$ 10.00 per thousand labels
HOUSEHOLD labels by STREET ORDER	HOUSEHOLD labels by STREET ORDER are labels that are sorted by street address within precinct. There can be as many as four (4) names per label of the voters whose last name and address are an <i>identical</i> match.	\$ 10.00 per thousand labels
HOUSEHOLD labels by ZIP CODE ORDER	HOUSEHOLD labels by ZIP CODE ORDER are labels that are sorted by zip code within county. There can be as many as four (4) names per label of the voters whose last name and address are an <i>identical</i> match.	\$ 10.00 per thousand labels

A MINIMUM CHARGE OF \$25.00 ON CD-ROM		
CD-ROM (ASCII Text File)	CD-ROM includes the voters name and address, county code, precinct code, gender, party, zip code, date of birth, date of registration and five year voting history. A layout of this information will come with your CD-ROM.	\$1.00 per thousand records up to 100,000 records; \$.50 per thousand records over 100,000 records; \$450 statewide

SPECIAL REQUESTS	SPECIAL REQUESTS – Any of the above formats, <i>excluding lists</i> , may be ordered for only the information desired such as voters that have voted in certain elections, certain gender, new registered voters, etc. Specify <i>exactly</i> what you want on Page 2 when making special request(s).	Contact State Board of Elections for information on special request orders.
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ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING

C.O.D. ORDERS WILL INCUR THE CURRENT UPS SERVICE CHARGE

***** DETACH THIS PAGE BEFORE MAILING *****

SBE Extract File Layout: **FOR CD ROM**

FLD		DATA ELEMENT	BEG POS	END POS	SIZE	<p>NOTE: All data is formatted in ASCII text and it is a fixed length file. This general text format requires you to import the data into a variety of software packages (e.g., spreadsheet or database).</p> <p>The State Board of Elections <u>does not</u> endorse, sell, or provide instructions on your personal software packages.</p> <p>FOR CD ROM</p>
1		County Code	1	3	3	
2		Precinct Code	4	7	4	
3		City Code	8	8	1	
4		Last Name	9	33	25	
5		First Name	34	48	15	
6		Middle Name	49	58	10	
7		Sex	59	59	1	
8		Party	60	60	1	
9		Other Code	61	63	3	
10		Residence Street Address	64	103	40	
11		Residence City Address	104	123	20	
12		Residence State	124	125	2	
13		Residence Zip	126	134	9	
14		Mailing Street Address	135	174	40	
15		Mailing City Address	175	194	20	
16		Mailing State	195	196	2	
17		Mailing Zip	197	205	9	
18		Date of Birth	206	213	8	
19		Date of Registration	214	221	8	
20		Voting History	222	241	20	

Each record contains a 5-year voting history on the voter. When a person registers to vote and is placed on the Kentucky voter registration file, a 5-year voting history is established. For instance, a person who registers to vote on January 11, 1995 and has their information entered into the system will immediately have a voter history established. The voting history would appear as shown below:

95009600980099000000

In this example, the number "95" indicates the first year the voter was eligible to vote. Each subsequent underlined number indicates years in which an election will be held. Every primary and general election is represented by a zero. Once a voter has cast a ballot and signed the precinct roster, the zero representing the election is replaced by a "1". If the person votes in the general election of 1995 but not in the primary, their record would appear as follows:

95019600980099000000

NOTE: Kentucky has a "NO scheduled election year" every four years. The first "NO scheduled election year" was 1997.